



Republic of the Philippines
Office of the City Mayor
City of Naga, 4400



EXECUTIVE ORDER NO. 2020-012

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**PROVIDING GUIDELINES ON WORK AND COMPENSATION
OF CITY GOVERNMENT EMPLOYEES DURING THE PERIOD OF
ENHANCED COMMUNITY QUARANTINE**

WHEREAS, under Proclamation No. 929, series 2020, dated March 16, 2020, President Rodrigo R. Duterte declared a State of Calamity throughout the Philippines due to Corona Virus Disease 2019 (COVID-19);

WHEREAS, President Rodrigo R. Duterte, through a Memorandum signed by Executive Secretary Salvador C. Medialdea, dated March 16, 2020, also placed the entire Luzon under an Enhanced Community Quarantine;

WHEREAS, the Enhanced Community Quarantine requires all households, including those without suspected cases of COVID-19 exposure, to remain at home to prevent the transmission of the COVID 19 virus;

WHEREAS, mass transportation has been suspended, movement of private vehicles has been regulated, and transit across localities has been severely restricted, if not entirely blocked;

WHEREAS, employees and personnel of the city government must also observe home quarantine to contribute to the overall effort to contain the virus;

NOW THEREFORE, I, NELSON S. LEGACION, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. OPEN OFFICES. Only offices rendering essential services shall remain open for the duration of the Enhanced Community Quarantine and only a skeletal force shall be maintained in such offices. All other offices shall institute work-at-home arrangements during such period.

SECTION 2. SCHEDULING OF EMPLOYEES. Each office required to remain open shall endeavor to rotate duties among its employees and personnel. For this purpose, the head of office shall submit a weekly work schedule to the Human Resource and Management Office, detailing the time and day of assignment of its employees and personnel.

SECTION 3. EMPLOYEES EXEMPT FROM REPORTING TO WORK IN OPEN OFFICES. In the selection of employees and personnel, those living outside Naga City and those who will experience extreme difficulty in going



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to work and returning home from work due to the suspension of mass public transport shall be excluded from skeletal work schedule.

SECTION 4. COMPENSATION OF EMPLOYEES DURING THE ENHANCED COMMUNITY QUARANTINE. Permanent, casual, contractual and job order personnel who are unable to report for work due to the temporary closure of their office, or the skeletal work schedule of their office, shall continue to receive compensation. From March 16 and until the Enhanced Community Quarantine is lifted, they shall receive their compensation in full.

The City Human Resource and Management Office and the City Accounting Office shall institute whatever measures are necessary to ensure the observance of this policy.

SECTION 5. TEMPORARILY CLOSED OFFICES. The following offices are herein temporarily closed. Their respective head of office shall institute work-at-home arrangements for their employees and personnel if such is feasible:

- a. Internal Audit Service
- b. Metro Naga Development Council
- c. Naga City Council for Women
- d. i-Governance Unit
- e. Jesse M. Robredo Center for Good Governance
- f. City Planning and Development Office
- g. City Legal Office
- h. Raul S. Roco Library
- i. Bicol Science and Technology Centrum
- j. Education, Scholarships and Sports Office
- k. Housing and Settlements Development Office
- l. Arts, Culture and Tourism Office
- m. Office for Senior Citizens Affairs
- n. School for Early Education Development
- o. Solo Parents Office
- p. Persons with Disability Affairs Office
- q. Ginawang Naguena Program Unit
- r. Resource Center for the Blind
- s. Naga City Women's Home
- t. City Population and Nutrition Office
- u. Metro PESO
- v. Investment and Trade Promotion Office
- w. City College of Naga
- x. Bicol Central Station
- y. Naga City Youth Development Office



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SECTION 6. RESPONSIBILITY OF HEADS OF TEMPORARILY CLOSED OFFICES. Heads of temporarily closed offices shall be ready to resume skeletal operation at any time, upon instruction of the city mayor, whenever the services of their respective office would be needed. They shall maintain open lines of communication with the city mayor and constantly monitor the chat groups and Facebook pages of the city government as well as national issuances on COVID-19.

SECTION 7. TURN-OVER OF OFFICIAL VEHICLES OF TEMPORARILY CLOSED OFFICES TO THE INCIDENT MANAGEMENT TEAM. Official vehicles assigned to temporarily closed offices are herein re-assigned to the Incident Management Team. The heads of office of these offices shall immediately cause the turn-over of the keys of these vehicles to the IMT.

SECTION 8. DEPLOYMENT OF CERTAIN PERSONNEL OF CLOSED OFFICES TO THE INCIDENT MANAGEMENT TEAM. Certain personnel of closed offices, per authority of the mayor, may be assigned to the Incident Management Team to augment the latter's capacity to enforce the Enhanced Community Quarantine.


SECTION 9. SEPARATE ISSUANCE FOR THE SANGGUNIANG PANLUNGSOD PERSONNEL. The officials, employees and personnel of the Sangguniang Panlungsod shall be subject to a separate issuance by the City Vice Mayor.

SECTION 10. EFFECTIVITY. This Executive Order shall take effect immediately.

Issued this 18th day of March Two Thousand and Twenty in the City of Naga, Philippines.


NELSON S. LEGACION
City Mayor

Attested by:


FRANCISCO M. MENDOZA
Acting City Administrator